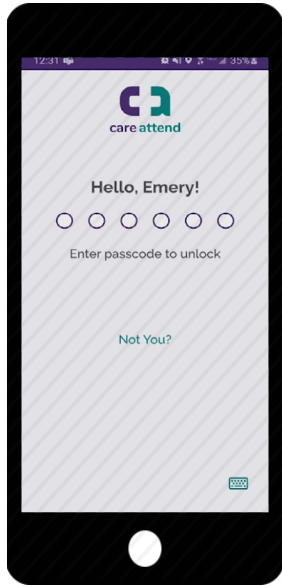


# CareAttend: Ending Long-Running Shifts

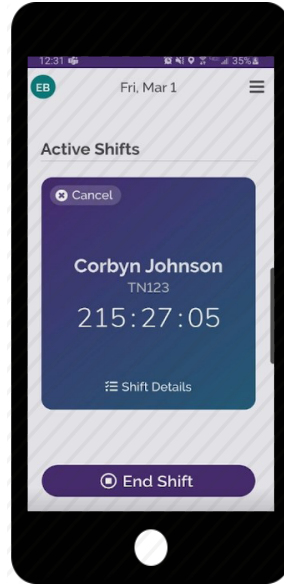
If you forgot to end your shift in CareAttend and it is still running, you can end your shift in two ways.

## Option 1



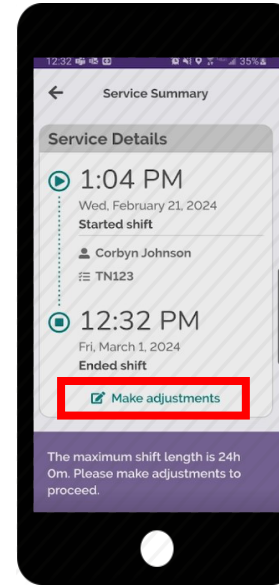
1

As the Caregiver, sign into the CareAttend App using your passcode on the unlock screen.



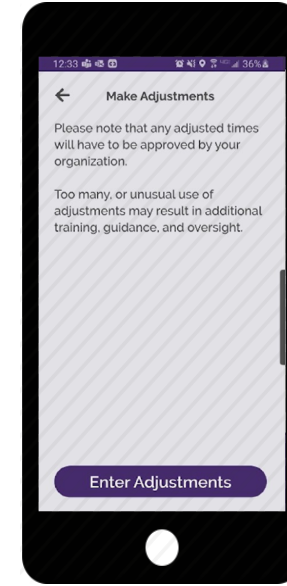
2

Select **"End Shift."**



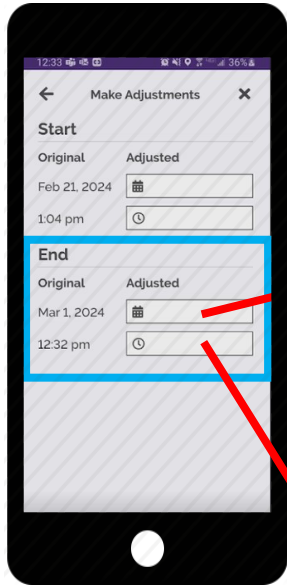
3

Select **"Make adjustments."**



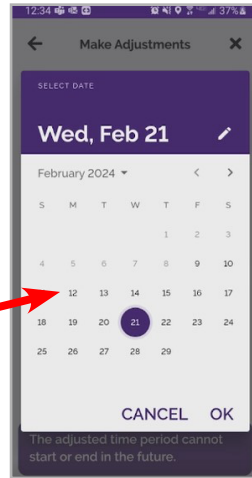
4

Select **"Enter Adjustments."**

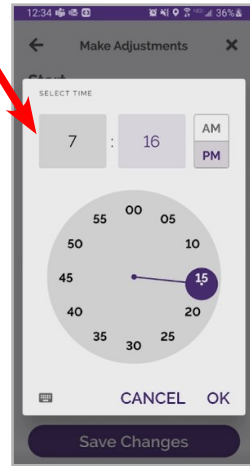


5

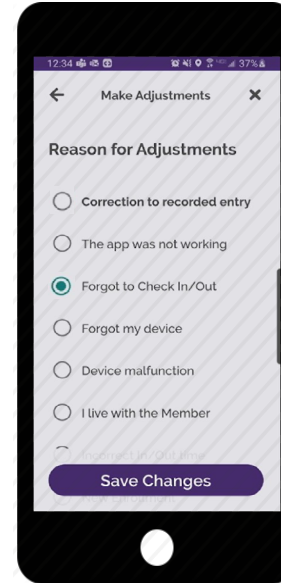
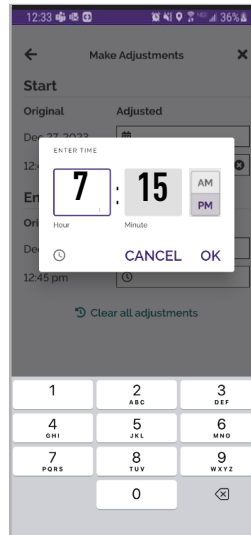
Use this screen to adjust the End date and time back to when you actually finished the shift. When you are done select **"Next."**



Select the **date field** to adjust the date on the calendar.

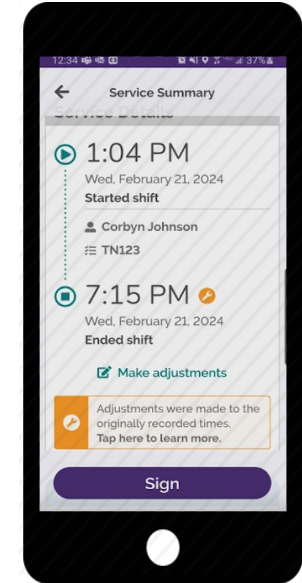


Select the **time field**, then double tap the hours/minutes field above the clock to type the clock out time.



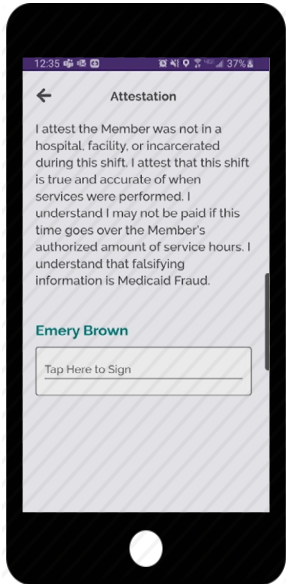
6

Choose **"Forgot to Check In/Out"** as the adjustment reason. Then select **"Save Changes."**



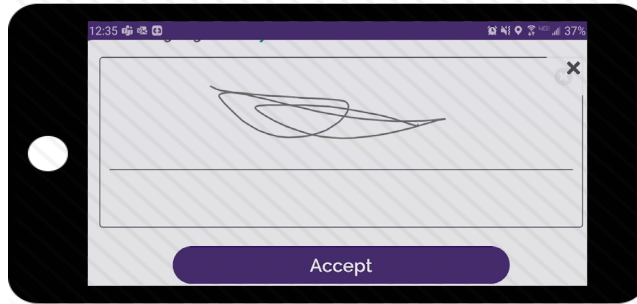
7

Review the Service Summary screen, then select **"Sign."**



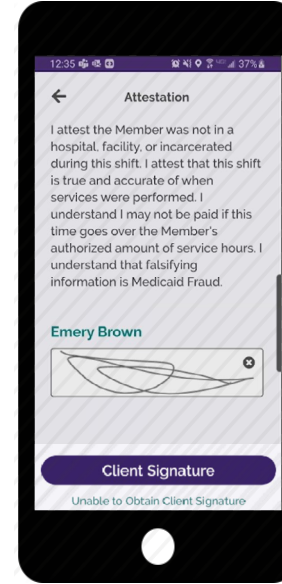
8

Tap inside the signature box. Your device screen will turn sideways.



9

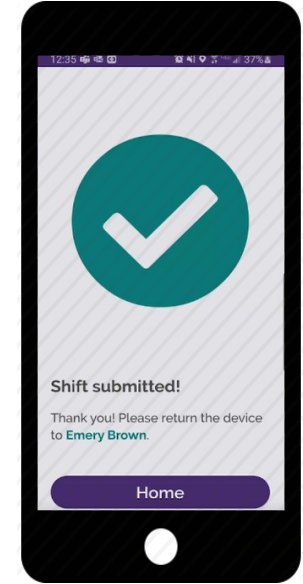
Use your finger or stylus to sign your name. Select "**Accept.**"



10

If your Participant is available to sign your electronic timecard, select "**Client Signature.**"

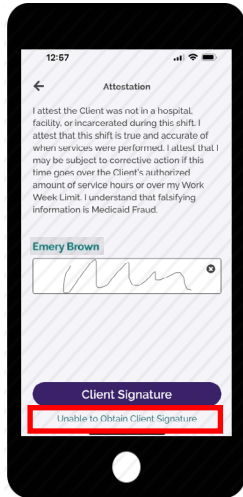
If your Participant is unavailable, select "**Unable to Obtain Client Signature**" and jump to the next page.



8

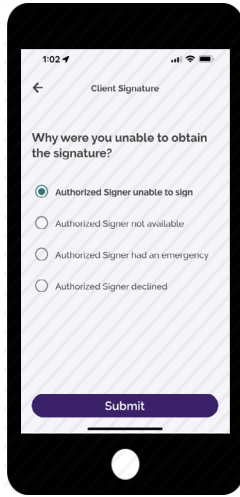
Once the Participant signs, select "**Submit.**"  
Your shift has been submitted.

# Cannot Obtain Participant Approval



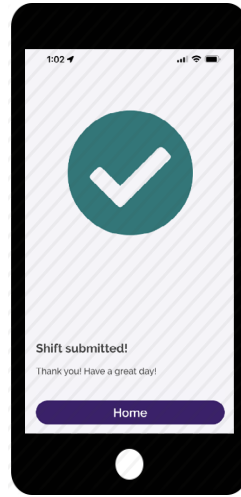
1

If the Participant is not available at the end of the shift to approve the Caregiver's time, they will need to select the green words **"Unable to Obtain Client Signature"** which is located underneath the purple "Client Signature" button.



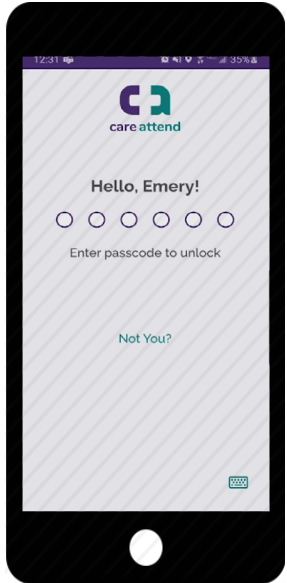
2

Choose a reason why you were unable to obtain the Participant's signature and select **"Submit."**



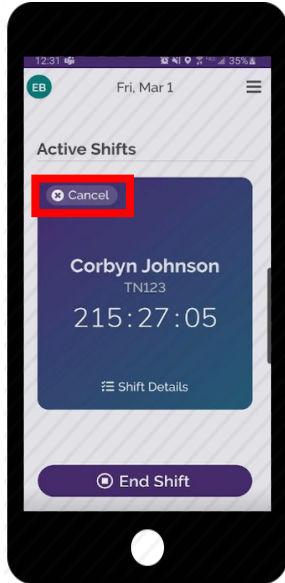
3

Your shift has been submitted! The Participant will need to go to [DirectMyCare.com](https://DirectMyCare.com) to approve it.



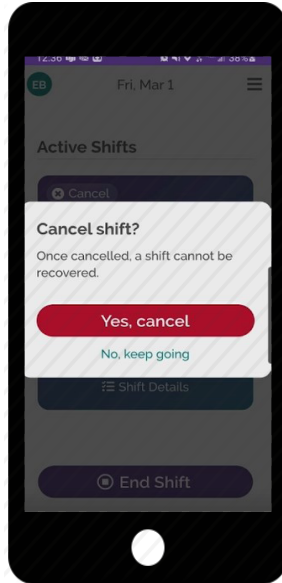
1

As the Caregiver, sign into the CareAttend App using your passcode on the unlock screen.



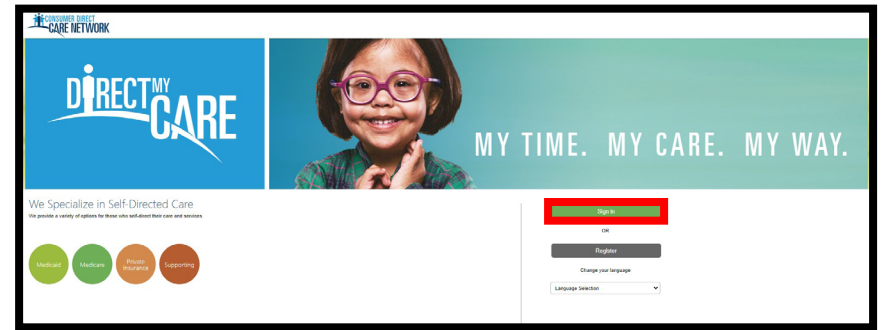
2

Select "**Cancel.**"



3

Select "**Yes, cancel.**"



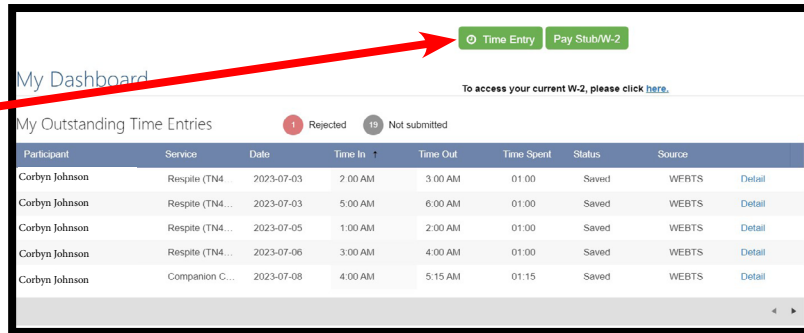
4

Navigate to [DirectMyCare.com](https://www.DirectMyCare.com) and "**Sign in.**"

# Option 2 (cont'd)

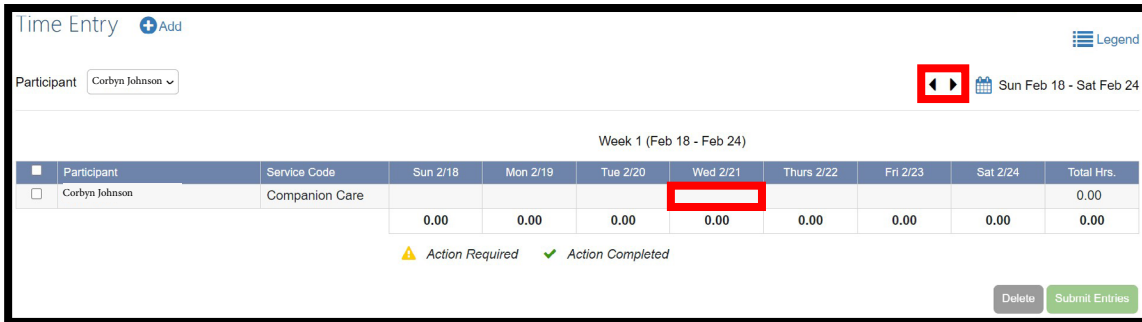
5

On the My Dashboard page, select **"Time Entry."**



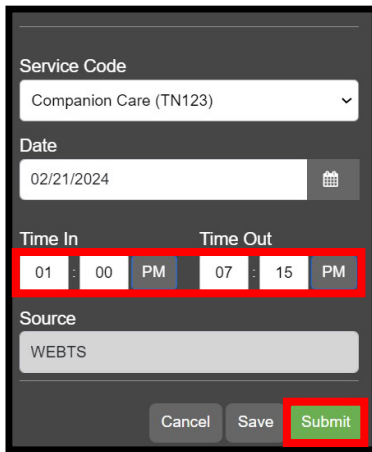
6

Use the back arrow, if needed, to navigate to the day you worked the shift. Then, click inside the box associated with the shift.



7

Enter the Time In and Time Out for the shift, then select **"Submit."**



8

Review the Attestation and choose **"I forgot to clock in / clock out,"** as the adjustment reason. Then select **"Submit."**

Your shift has been submitted.

